

NEW SUPERVISOR ONBOARDING



7 DAY MANAGER & SUPERVISOR KICK OFF CHECK-IN

Use this form to lead the check-in conversation. For more information on check-in topics and activities, refer to the New Supervisor Onboarding Program (NSOP) Manager's Guide.



Discuss the New Supervisor Onboarding Program goals and expectations.



Share the organization's vision/goals and the impact of the department, team, and supervisor's role



Share team communication expectations



Schedule future manager check-ins (30 Day, 60 Day, etc.)



Assess supervisor's learning needs and determine eLearning course order
After which, Supervisor begins course.



Discuss and agree on short-term goal expectations and timelines



Introduce peer sponsor and supervisor, if applicable

Notes &
Follow-up

Supervisor Name:

Check-in Date: